



2201 W. Broad St.  
Richmond, VA 23220  
[www.mvdb.virginia.gov](http://www.mvdb.virginia.gov)

MVDB 22 (07/12)  
**MVDB USE ONLY**  
Dealer Cert#: \_\_\_\_\_  
Supp Loc#: \_\_\_\_\_  
Fee: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA  
MOTOR VEHICLE DEALER APPLICATION FOR PERMANENT/TEMPORARY SUPPLEMENTAL  
(OFF- SITE SALES) LICENSE  
§46.2-1516  
For License Year Ending \_\_\_\_\_

**Purpose:** Motor Vehicle Dealers (Franchised/Independent) use this form to apply for a Permanent or Supplement Sales License for off-site locations. This form is used for new or used vehicles.

**General Filing Instructions:** Complete all applicable parts and have signed/certified by the Owner/Partner/Officer of Corporation. Mail application along with fee(s) to:

**Motor Vehicle Dealer Board**  
**2201 West Broad Street Suite 104**  
**Richmond, VA 23220**

If applying for Temporary Supplemental License, Dealers should apply **no later than 15 days** prior to the sale. The temporary license is for a period not to exceed **7 days** \*. Consecutive licenses cannot be issued for the same jurisdiction.\*

**LICENSE FEES (check box)**

**Permanent Supplemental**

- ☐ 1 year \$40.00  
☐ 2 year \$80.00

**Temporary Supplemental**

- ☐ \$40.00 per site (Not to exceed 8 licenses per year)\*

Dual Licensed Dealers (licensed to sell both motor vehicles and motor homes, trailers, or motorcycles)

- ☐ \$20.00 Motor Home Travel Trailer  
☐ \* \$20.00 Motorcycle/Trailer (sale not to exceed 14 days; restrictions do not apply to trailer sales)

Make check or money order payable to **Motor Vehicle Dealer Board**. If paying by credit card complete below:

Credit Card Number	Expiration Date
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**DEALER INFORMATION**

DEALERSHIP/TRADE AS NAME	DEALER CERTIFICATE NUMBER
DEALERSHIP ADDRESS	
CONTACT	TELEPHONE

**PERMANENT SUPPLEMENTAL SALES LOCATION**

A permanent supplemental license is required for premises less than 500 yards from the dealer's established location. A permanent supplemental license is required for each location you operate or propose to operate for the display and sale of motor vehicles that is not on the property adjoining the dealer's established location. Include with the application a Certificate of Zoning (MVDB 19) or comparable zoning document and fee(s).

**Address of Permanent Supplemental Sales Location**

Street	City	County
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**Permanent Supplemental Sales Certification**

I certify and affirm under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge. I understand that it is unlawful to knowingly make a false statement and any violation may result in a civil penalty of up to \$1,000 and/or suspension or revocation of my dealer license.

\_\_\_\_\_  
**OWNER/PARTNER/OFFICER OF CORPORATION**

\_\_\_\_\_  
**DATE**

<b>TEMPORARY SUPPLEMENTAL SALES LOCATION</b>
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**Sale Dates: Begin (mm/dd/yyyy)** \_\_\_\_\_ **End (mm/dd/yyyy)** \_\_\_\_\_

**Address of Temporary Sales Location**

Street	City	Zip Code	County
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**USED MOTOR VEHICLE DEALER (Check appropriate box and sign)**

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I am selling used motor vehicles for the sales dates listed above. The sale is in the county, city, or town that I have a dealer license (§46.2-1510) or for the contiguous county, city, or town. I understand that it is unlawful to knowingly make a false statement and any violation may result in a civil penalty of up to \$1,000 and/or suspension or revocation of my dealer license.

☐

I am selling used motor vehicles for the sales dates listed above and the location is **outside** the county, city, or town I have a dealer license or for the contiguous county, city, or town. I or the promoter has sent a letter by certified mail to each dealer(s) in the county, city, or town listed above **30 days prior to the sale** and has invited them to participate in the sale under the same terms as the temporary sales license for the sales date. You must attached to this application, a list of the dealers that were sent invitations. I understand that it is unlawful to knowingly make a false statement and any violation may result in a civil penalty of up to \$1,000 and/or suspension or revocation of my dealer license.

☐

This temporary supplemental sales location is in compliance with applicable local ordinances and requirements.

\_\_\_\_\_  
**OWNER/PARTNER/OFFICER OF CORPORATION**

\_\_\_\_\_  
**DATE**

**NEW FRANCHISE MOTOR VEHICLE DEALER**

List the line-makes of new motor vehicles you have a franchise/sales agreement and plan to sell at the temporary sales location.

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**NEW FRANCHISE MOTOR VEHICLE DEALER CERTIFICATION (Check appropriate box and sign)**

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I certify that the temporary supplemental sales location is within my Dealership's area of responsibility. I have obtained permission from the franchise(s) to participate in the sale dates as noted above. I understand that it is unlawful to knowingly make a false statement and any violation may result in a civil penalty of up to \$1,000 and/or suspension or revocation of my dealer license.

☐

I certify the temporary sale is **NOT** exclusively within my Dealership area of responsibility as defined in the franchise/sales agreement **however** I have contacted the dealers of the same line-make and they do not object to the temporary sales for the sales listed above. I understand that it is unlawful to knowingly make a false statement and any violation may result in a civil penalty of up to \$1,000 and/or suspension or revocation of my dealer license.

☐

This temporary supplemental sales location is in compliance with applicable local ordinances and requirements.

\_\_\_\_\_  
**OWNER/PARTNER/OFFICER OF CORPORATION**

\_\_\_\_\_  
**DATE**